

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **OFFICE CHIEF, TRANSIT CAPITAL, RESEARCH AND POLICY**

SALARY: **\$6334 - \$6984**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **JUNE 15, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Division Chief for the Division of Mass Transportation, the Office Chief, Transit Capital, Research and Policy plans, organizes and manages the work of the Office of Transit Capital, Research and Policy which includes the Transit Research and Data Management Branch, State Transit Grants Branch and State Policy Liaison Branch. The incumbent develops and implements policies and strategies in response to legislation and regulations, including implementation of transit grant provisions of Senate Bill 45. Responsible for district and local agency liaison activities, program level action plans, strategic plans, special transit studies, policy and legislative analysis, and administration of the Transportation Development Act program, and performance monitoring and reporting for the Division of Mass Transportation's state programs in headquarters and districts. The incumbent accomplishes these responsibilities through the collaboration and coordination of key stakeholders, including the California Transportation Commission (CTC), Department of Finance, Business, Housing and Transportation Agency, Caltrans headquarters and district programs, regional and local transportation agencies and numerous state departments concerned with transportation services. Responsibilities include, but are not limited to:

- Organizes and manages the work of the five branches within the office which includes activities related to the development and implementation of strategies in response to state transit legislation and regulations, and implementation of requirements for the programs managed by headquarters and districts. Oversees coordination and liaison activities between the Divisions of Mass Transportation, District Mass Transportation activities and other headquarters programs in the areas of program compliance program level action planning and performance reports. Determines activities and collaborates with internal and external partners in public transportation related areas, including public outreach and education, transit enhancements and innovations (i.e. Smart Card, bus technologies) related to transit operations and usage. Coordination of activities between the Division of Mass Transportation and the Division of Rail to prevent overlap of duties and to ensure that customer services and delivery of rail/transit projects are coordinated, efficient and effective. Responsible for administration services.
- Provides direction and innovation to develop and implement policies, priorities, formulas and procedures. Administers program and technical information, regional coordination and guidance related to public transportation to Caltrans headquarters and districts, Regional Transportation Planning Agencies, public transportation agencies, local transit agencies, the CTC, state agencies and other external agencies. Ensures statewide consistency in overall quality, activities and products. Represents the Division of Mass Transportation at the Regional Transportation Planning Agencies, Rural Counties Task Force meetings, National Transit Conference and some CTC meetings. Division of Mass Transportation lead to the Regional-Caltrans Coordination group.
- Provides quick response to Agency Secretary and department top managers on special assignments and information requests. Oversees and evaluates state transportation related legislation, regulations, guidance and procedures. Initiate Caltrans' response and strategies to anticipate and resolve issues and concerns.
- Leads and participates in special task forces/studies to assure that federal and state transit requirements are satisfied: identifies and examines opportunities to optimize transit funding opportunities, and identifies conflicts and issues for early resolution.
- Manages office issues related to organization, scheduling, training, staff development, performance evaluation, safety and specific personnel issues.

#### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

#### **Or II**

**Experience:** Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Department's budgeting process; Department's Equal Employment Opportunity Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation.

**Ability to:** Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to the Department's safety, health, labor relations, and Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
- Demonstrated ability to develop and maintain effective relationships with other agencies and interest groups, which sets the tone for on-going interaction.
- Demonstrated knowledge of the Department's multi-modal transportation roles and responsibilities.
- Demonstrated knowledge of budget processes, contract development and administration.
- Demonstrated knowledge of federal and state regulations that apply and impact the work of the Department, and the Department's mission, goals, programs and policies with particular emphases on state and federal transit.
- Demonstrated thorough understanding of system performance measures, data collection, and analysis.
- Demonstrated ability to supervise a professional staff; participate in public forums; represent the Department in matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrate ability to effectively apply logic and creativity in decision-making processes, and successful application of motivational and negotiating skills.
- Demonstrate ability to communicate effectively both orally and in writing.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview

will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **June 15, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Silvia Russell  
1120 N Street, MS 39  
Sacramento, CA 95814**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

### **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

### **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.